

NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT (NCR)

Reference Number: OAR-TPO-001

Open Period: March 30 to April 10, 2015

Title, Series, Band/Grade: Program Manager, ZA-0340, Pay Band IV (GS-13/14 Equivalent)

Duty Station: Silver Spring, Maryland

Area of Consideration: NOAA Employees at the Pay Band IV or GS-13/14 level
Relocation expenses **will not** be considered.

Background: An opportunity is available to join the NOAA Technology Partnerships Office (TPO). The TPO serves the needs of both NOAA inventors and U.S. companies looking to partner with NOAA or license our technologies. Located in Silver Spring, MD, the TPO oversees both NOAA's [Small Business Innovation Research \(SBIR\) Program](#) and the [Technology Transfer Program](#). The Technology Partnerships Office also provides specific technical and communication/outreach services to all NOAA labs.

NOAA's [SBIR Program](#) is a highly competitive program that encourages small business to explore their technological potential and provides the incentive to profit from its commercialization. SBIR targets the entrepreneurial sector because that is where most innovation and innovators thrive. However, the risk and expense of conducting serious R&D efforts are often beyond the means of many small businesses. By reserving a specific percentage of federal R&D funds for small business, SBIR protects the small business and enables it to compete on the same level as larger businesses. SBIR funds the critical startup and development stages and it encourages the commercialization of the technology, product, or service, which, in turn, stimulates the U.S. economy.

Duties: The program manager will serve within TPO as the NOAA-wide coordinator of the SBIR Program in providing leadership and guidance to NOAA laboratories, Centers and Programs. The program manager will lead all aspects of the planning, development, execution and analysis of the SBIR Program, ensuring that NOAA is in compliance with Congressional legislation. The program manager will be NOAA's subject matter expert on all SBIR matters, serve as COR on all contracts, and routinely work with NOAA-wide managers and scientists, GAO, OIG, the NOAA Contract's Office, the Small Business Administration and all other SBIR Agencies through participation in an interagency working group. The program manager will provide outreach to the small business community through webinars, teleconferences, and presentations at conferences. For more information on the Federal-wide SBIR program please visit <https://sbir.gov>.

Knowledge, Skills and Abilities (KSAs):

- Ability to research and interpret policy and regulation;
- Ability to communicate effectively verbally and in writing with technical and non-technical people;
- Ability to manage a multi-million and multi-disciplinary research program;
- Ability to coordinate with a diversity of partners and constituents, including partners internal to NOAA, State and Federal organizations and small businesses;
- Ability to apply analytical and evaluative methods to improve the efficiency and effectiveness of a program;
- Knowledge of contract procedures and regulations;
- Ability to perform work independently and in a team environment.

Education Qualifications: None

Qualifications: Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government. Specialized Experience for this position includes having experience as:

- Providing advice, guidance, consultation, recommendations, and training
- Giving presentations on all aspects of the SBIR program
- Communicating effectively orally and in writing
- Identifying and resolving complex issues
- Managing large projects independently
- Working as a member of a team and as a team leader, including delegating employee workload,
- Balancing a diverse workload

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Kelly.Wright@noaa.gov

Note: Any PII information should be sent using DOC's approved Accellion Secure File Transfer Program - found at: <https://sft2.doc.gov/>

Additional Questions - Point of Contact:

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